SCX-5315F User's Guide

SAMSUNG

User's Guide

Digital Laser Facsimile

SCX-5315F

For UK customers:

To reorder your consumables
Call 0800 3164060

For Technical Assistance
Call 0870 2420303

Home Visit us at:
www.samsungprinter.com

JC68-01055ARev. 1.00

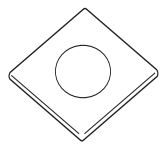
About the User's Guide

Your machine comes with three user's guides:

This Laser Facsimile User's Guide provides information for using this machine as a fax machine. You will find how to send and receive a fax, and how to set fax-related options.

Laser MFP User's Guide provides information you will need to set this machine and install the supplied software. And this guide provides all of the detailed instructions to use this machine as a printer, scanner and copier. You will also find information to maintain and troubleshoot your machine.

SmarThru 3 User's Guide provides the basic description for using the multi-function application. Samsung SmarThru allows you to scan and edit images, scan to copy, PC fax and send e-mail on your computer. You will also find a brief description of the automatic text recognition program, AnyPage.



The CD-ROM contains the MFP driver, SmarThru software, the SmarThru user's guides and the Adobe Acrobat Reader program.

CONTENTS

Chapter 1: GETTING STARTED

Control Panel Functions 1.2
Setting the System ID 1.5
Entering Characters Using the Number Keypad ... 1.6
Setting the Date and Time 1.8
System Setup 1.9
Changing the System Setup Options 1.11
Adjusting the Ringer Volume 1.11
Adjusting the Speaker Volume 1.12

Chapter 2: SENDING A FAX

Preparing Documents for Faxing 2.2
How to Send a Fax 2.2
Adjusting Document Settings 2.4
Resolution 2.5
Contrast 2.6
Sending a Fax Automatically 2.6
Sending a Fax Manually 2.7
Confirming Transmission 2.8

Chapter 3: RECEIVING A FAX

About Receive Mode 3.2
Loading Paper for Receiving Faxes 3.3
Receiving Automatically in FAX Mode 3.4
Receiving in TEL/FAX Mode 3.4
Receiving Automatically in ANS/FAX Mode 3.5
Receiving Manually in TEL Mode 3.5
Receiving Manually Using an Extension Telephone 3.6
Receiving Fax in the Memory 3.6

Chapter 4: AUTOMATIC DIALLING

One-Touch Dialling 4.2
Storing a Number for One-Touch Dialling 4.2
Sending a Fax using a One-Touch Number 4.3
Using the One-Touch Sheet 4.4
Speed Dialling 4.5
Storing a Number for Speed Dialling 4.5
Sending a Fax using a Speed Number 4.6
Group Dialling 4.7
Setting Group Dial 4.7
Editing Group Dial Numbers 4.8
Sending a Fax Using Group Dialling (Multi-Address Transmission) 4.9
Searching for a Number in the Memory 4.10
Searching Sequentially through the Memory 4.10
Searching with a Particular First Letter 4.10

Chapter 5: OTHER WAYS TO FAX

Redialling 5.2
Delayed Transmission 5.2
Memory Transmission 5.4
Priority Transmission 5.6
Polling 5.7
What is Polling? 5.7
TX Poll 5.7
Delay RX Poll 5.9
Adding Documents To a Scheduled Operation 5.11
Cancelling a Scheduled Operation 5.12
Monitoring a Dual Job Status 5.12
Sending a Flash/Recall/R 5.13

Chapter 6: ADDITIONAL FEATURES

Using the Secure Receiving Mode 6.2
Printing Reports 6.3
- Printing List 6.5

System Data Settings 6.5
- Setting System Data Option 6.5
- System Data Options 6.6

Using Remote Control Panel 6.8
- Settings Tab 6.9
- Advanced Tab 6.9
- Phonebook Tab 6.10
- Information Tab 6.10
- Firmware Update 6.11

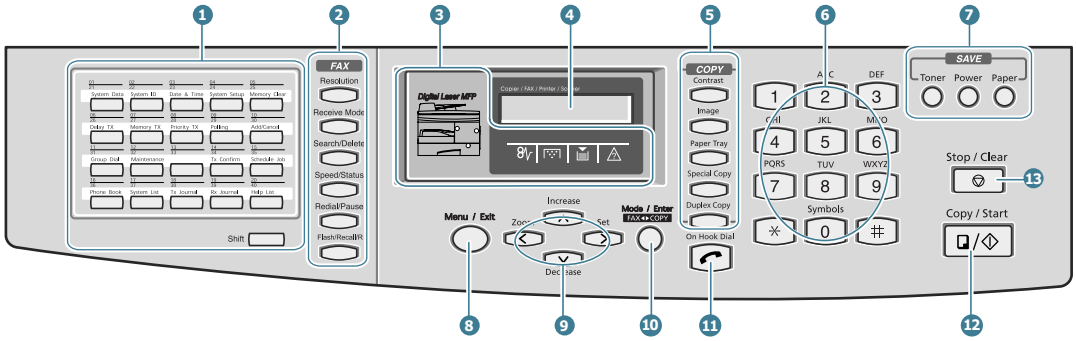
Clearing Memory 6.12

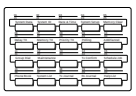
1 GETTING STARTED

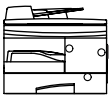
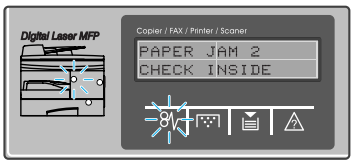
The following topics are included:

- **Control Panel Functions**
- **Setting the System ID**
- **Setting the Date and Time**
- **System Setup**
- **Adjusting the Ringer Volume**
- **Adjusting the Speaker Volume**

Control Panel Functions



1		Use to store frequently dialled fax number and dial them with a touch of the buttons. Also use in conjunction with the **Menu/Exit** button to access the corresponding menu functions.
	Shift	Allows you to shift one-touch buttons to access locations 21 through 40.
2 **FAX**	Resolution	Adjusts the resolution of the documents for the current fax job.
	Receive Mode	Used to choose the receive mode. The selected mode is displayed in Standby mode.
	Search/Delete	Used to search for a number in memory. Also used to delete digits in the editing mode.
	Speed/Status	Used to store frequently dialled fax numbers and dial them using a 2-digit speed number. Also used to alternately display the currently active and pending jobs.
	Redial/Pause	Redials the last number in Standby mode or inserts a pause into a fax number in the edit mode.
	Flash/Recall	Used to perform a Hook-switch operation such as call waiting.

3	 (status map)	When an error occurs, the lamp in the corresponding location on the Status map turns on as well as the error indicator, and the error message appears on the display so that you can locate the error. For details on the meaning of error messages, refer to the products user guide.  ▲ ex) The paper is jammed in the exit area.
	 (Error indicators)	Turns on when a paper jam occurs. To clear the jam, refer to the machine user's guide.
		Turns on when the toner or drum requires replacing. To replace the toner or drum cartridge, refer to the machine user's guide.
		Turns on when the input tray you are using is empty. To load paper, refer to the machine user's guide.
		Turns on when an error occurs on the system.
4		Displays the current status and prompts during operation. To use fax features, make sure that the display is in the Fax mode displaying date, time, and the receive mode. If not, press **Mode/Enter** to switch to the Fax mode.
5 COPY		Used to adjust the contrast of the documents for the current copy or fax job.
		Used to select the text type for the current copy or fax job.
		Used to specify the paper tray you want to use in the Fax or Copy mode.
		Used to set up special copy features such as AutoFit, Clone and Collation.
		The current copy job is printed using both sides of the paper.

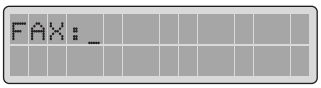
6		Use to dial a number or enter alphanumeric characters.
7 SAVE	Toner	Allows you to save toner by using less toner to print a document.
	Power	Allows you to save power by reducing power consumption when not printing.
	Paper	Allows you to save paper by printing 2 pages on a single sheet of paper (available in the Copy mode only).
8	Menu / Exit	Enters the menu functions in conjunction with the one-touch buttons. Also backs you up to the previous menu level or exits the menu.
9*	Increase Decrease	Scrolls though the menu items. When you set the copy size or the copy page number, they can be used to change the number.
	Zoom Set	Scrolls though the option available for the selected menu item. In the Copy mode, < allows you to change the zoom rate and > to change the number of copies.
10	Mode / Enter FAX COPY	Selects either the fax or copy modes. Also confirms the selection on the display.
11	On Hook Dial	Engages the telephone line.
12	Copy / Start	Used to start a job.
13	Stop / Clear	Use to stop an operation at any time.

* Navigation buttons

Setting the System ID

In some countries you are required by law to indicate your fax number on any fax you send. The System ID, containing your telephone number and name (or company name), will be printed at the top of each page sent from your machine.

1 Press **Menu/Exit** and then **System ID** on the one-touch dial keypad. The display asks you to enter the fax number.



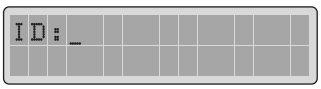
If there is a number already set, the number appears.

Enter your fax telephone number. You can include the + symbol in the phone number by pressing the * button and insert a space by pressing the **#** button. You can also insert a space by pressing 1 at the end of the number.

NOTE: If you make a mistake while entering numbers, press < at the end of the entries to delete the last digit or press **Search/Delete** to delete all digits you entered.

To correct errors at the beginning or in the middle of an entry, move the curser using the < and > to under the incorrect entry and correct it.

2 Press **Mode/Enter** when the number on the display is correct. The display asks you to enter the ID.



3 Enter your name or company name by using the number keypad.

You can enter alphanumeric characters using the number keypad, and include special symbols by pressing **0** repeatedly.

For details on how to use the number keypad to enter alphanumeric characters, see "Entering Characters Using the Number Keypad" on page 1.6.

If you want to enter the same letter or number in succession (e.g. SS, AA, 777), enter one digit, move the cursor by pressing the > button, and enter the next digit.

If you want to insert a space in the name, you can also use the > button to move the cursor and skip the position.

4 Press **Mode/Enter** when the name on the display is correct.

5 Press **Stop/Clear** to return to Standby mode.

Entering Characters Using the Number Keypad

As you perform various tasks, you'll need to enter names and numbers. For example, when you set up your machine, you enter your name (or your company's name) and telephone number. When you store one-touch, speed dial or group dial number, you may also enter the corresponding names.

To enter alphanumeric characters:

1 When prompted to enter a letter, locate the button labelled with the character you want. Press the button repeatedly until the correct letter appears on the display.

For example, to enter the letter **O**, press **6**, (labelled MNO).

Each time you press **6**, the display shows a different letter, first **M**, then **N** and **O**, and finally **6**.

You can enter special characters (space, plus sign, etc.). For details, see "Keypad Character Assignment" on page 1.7.

2 To enter additional letters, repeat Step 1.

If the next letter is printed on the same button, move the cursor by pressing > and then press the button labelled with the letter you want. The cursor moves right and the next letter appears on the display.

3 When you finish entering letters, press **Mode/Enter**.

Keypad Character Assignment

Key	Assigned numbers, letters or characters
1	Space 1
2	A B C 2
3	D E F 3
4	G H I 4
5	J K L 5
6	M N O 6
7	P Q R S 7
8	T U V 8
9	W X Y Z 9
0	+ - , . ‘ / * # & 0

Editing Numbers or Names

If you make a mistake while entering a number or name, press < at the end of the entries to delete the last digit or press **Search/Delete** to delete all digits you have entered. Then enter the correct numbers or characters.

To correct errors at the beginning or in the middle of an entry, move the curser using the < and > to under the incorrect entry and correct it.

Inserting a Pause

With some telephone systems, you must dial an access code (9 for example) and listen for a second dial tone. In such cases, you must insert a pause in the telephone number. You can insert a pause while you are setting up one-touch dial, or speed dial numbers.

To insert a pause, press **Redial/Pause** at the appropriate place while entering the telephone number. A “–” will appear on the display at the corresponding location.

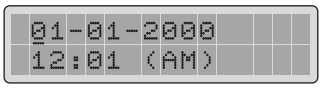
Setting the Date and Time

The current time and date are shown on the LCD display when the product is on and ready for faxes (Standby mode). The time and date are printed on all faxes you send.

Note: If power to the machine is cut off for over 30 minutes, when power is restored, the machine prompts you to reset time and date.

1 Press **Menu/Exit** and then **Date & Time** on the one-touch dial keypad.

2 Enter the correct time and date using the number keypad.



Day = 01 ~ 31
Month = 01 ~ 12
Year = requires the four digits
Hour = 00 ~ 23(24-hour mode)
01 ~ 12(12-hour mode)
Minute = 00 ~ 59

You can also use < or > to move the cursor under the digit you want to correct, and enter a new number.

3 To select AM or PM for 12-hour format, press ^ or v.

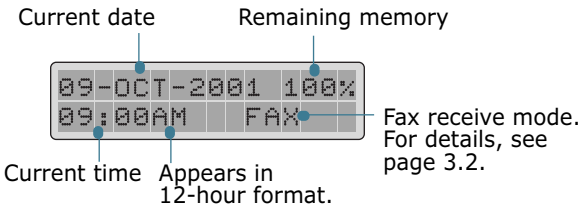
You can set the clock mode to either 12 or 24-hour format (e.g. 01:00 PM or 13:00). For details, see page 6.7.

4 Press **Mode/Enter** when the time and date on the display is correct.

If you enter an invalid number, the machine beeps and does not proceed to the next step. If this happens, just re-enter the correct number.

If you select USA, the time and date appears in the order of month, day, then year. The EUROPE format will be displayed in the order of day, month, year.

The display shows the time and date you have set, and returns to Standby mode.



System Setup

Through the System Setup menu, you can change the following:

Option	Description
PREFIX DIAL NO.	You can set the prefix dial number up to 5 digits. This dial number is to dial first before any autodial number is started. It is useful to access PABX exchange.
Secure Receive	You can keep your received faxes from being accessed by unauthorised people. For further details about setting this mode, see page 6.2.
RINGER VOLUME	You can set the desired ringer volume. For details, see "Adjusting the Ringer Volume" on page 1.11.
ALARM SOUND	With this option set to ON, an alarm tone sounds when an error occurs or fax communication ends.
KEY SOUND	With this option set to ON, a key tone sounds each time any key is pressed.
SPEAKER CONTROL	You can set the speaker to on, off or to Com. With it set to Com, the speaker is on until the remote machine answers.
SELECT LANGUAGE	You can select the display language from English, German, French, Italian, Spanish, Portuguese, and Dutch.

Option	Description
USB MODE	USB mode selections are FAST and SLOW. FAST is the default mode. Some PC users may experience poor USB implementation in the default mode. If this occurs, select the SLOW mode in order to achieve successful results.
FAX DUPLEX	With this option enabled, you can print 2-sided fax pages. You can select LONG EDGE or SHORT EDGE according to the desired binding orientation. Setting OFF turns the feature off.
IMAGE QUALITY	You can improve the print quality to 1200 dpi for copying. The TEXT setting refines the print quality of characters by smoothing out jagged edges that can occur on the angles and curves of the characters. The IMAGE setting refines the print quality of photo image by smoothing the shades of grey. The NORMAL setting will print the received faxes with normal quality (600 dpi). **NOTE:** If you use the **TEXT** setting for documents with photographs or the **IMAGE** setting for text documents, you may not get the desired print quality.
SCAN SLEEP MODE	The scan lamp under the document glass automatically turns off when it is not in actual use to reduce power consumption and extend the lamp life. The lamp will automatically wake up after some warm-up time when you start to scan. This option allows you to determine the length of time the scan lamp waits after a scan job is completed before it switches to sleep mode. Select from 4HOURS, 8HOURS and 12 HOURS. Setting OFF leaves the lamp on all the time.
Network Setup	You can use your machine as a network printer by installing an optional network interface card. This menu allows you to configure the network parameters. For further details, see the MFP user's guide that came with your machine.

Changing the System Setup Options

To display or change the default system setup options:

1. Press **Menu/Exit** and then **System Setup** on the one-touch dial keypad. You can see the first option, "PREFIX DIAL NO." on the upper line of the display.
2. Press ^ or v to scroll through the options. The current status for your selection will be displayed in the lower line of the display.
3. Press < or > to display the desired status or use the number keypad to enter the desired value for the option you have selected.
4. Press **Mode/Enter** to save the selection. The next System Setup option appears.
5. If necessary, repeat Steps 2 to 4.
6. To return to Standby mode, press **Stop/Clear**.

Adjusting the Ringer Volume

1. Press **Menu/Exit** and then **System Setup** on the one-touch dial keypad.
2. Press ^ or v until you see "RINGER VOLUME" on the upper line of the display.
3. Press < or > until you see the desired loudness on the lower line of the display. 10 levels are available.

   You'll hear the selected volume and the display will show the level. Setting to the left end turns the ringer off. The machine will work normally even if the ringer is set to off.
4. Press **Mode/Enter** to save the change.
5. To return to Standby mode, press **Stop/Clear**.

Adjusting the Speaker Volume

1. Make sure that the display shows date and time (Fax Standby mode). If not, press **Mode/Enter** to switch to the Fax mode.

2. Press **On Hook Dial**. You'll hear dial tone.

3. Press < or > repeatedly until you find the desired loudness. The display shows the current volume level.

4. Press **On Hook Dial** to save the change and return to Standby mode.

2 Sending a Fax

The following topics are included:

- **Preparing Documents for Faxing**
- **How to Send a Fax**
- **Adjusting Document Settings**
- **Sending a Fax Automatically**
- **Sending a Fax Manually**
- **Confirming Transmission**

Preparing Documents for Faxing

Use the following guidelines to prepare your documents for faxing:

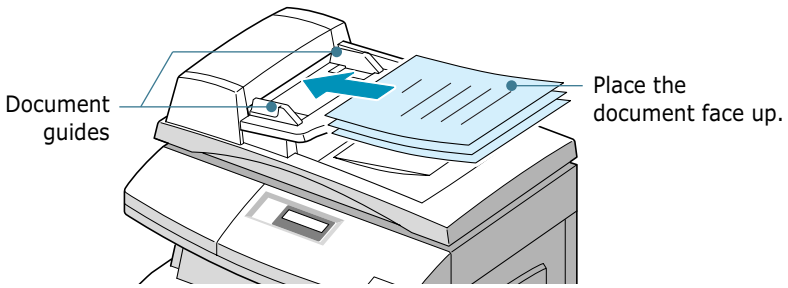
- Do not attempt to feed the following types of documents into the Automatic Document Feeder:
  - carbon-paper or carbon-backed paper
  - coated paper
  - onion skin or thin paper
  - wrinkled or creased paper
  - curled or rolled paper
  - torn paper
- Remove all staples and paper clips before feeding the document.
- Make sure any glue, ink or correction fluid on the paper is completely dry before loading the document.
- Do not load documents containing different sizes or weights of paper.

NOTE: If your document falls into any of these categories, use the document glass only.

How to Send a Fax

To fax a document using the Automatic Document Feeder (ADF):

1. Adjust the document guide on the ADF to match the width of the document.



2. Slide the document face up into the ADF. You can insert up to 30 sheets at a time.

3 Make sure that the machine is in the Fax mode. If necessary, press **Mode/Enter** to change the mode into the Fax mode. In the Fax mode, the display shows:

4 You can adjust the following document settings to suit your fax needs (see page 2.4):

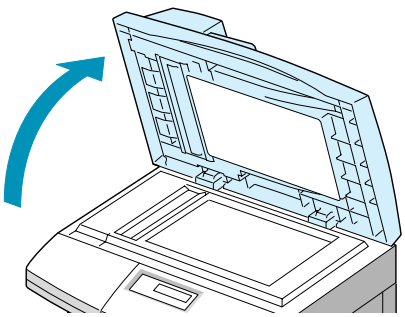
- Resolution – to select resolution.
- Contrast – to adjust contrast.

5 Use the number keypad to dial the number of the remote fax machine.

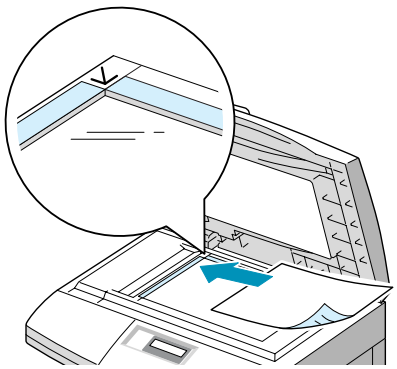
6 Press **Copy/Start** or **Mode/Enter**.

To fax a document from the document glass:

1 Open the document cover.



2 Place the document face down on the document glass, and close the document cover.



NOTES:

- If you are scanning a page from a book or magazine, close the document cover flat. The slanted cover may cause heavy exposure of the light when scanning.
- Make sure that no document is in the ADF. If any document is detected in the ADF, the document has the priority over a document on the glass plate.

3 Make sure that the machine is in the Fax mode. If necessary, press **Mode/Enter** to change the mode into the Fax mode. In the Fax mode, the display shows:

4 You can adjust the following document settings to suit your fax needs (see page 2.4):

•Resolution – to select resolution.

•Contrast – to adjust contrast.

5 Use the number keypad to dial the number of the remote fax machine.

6 Press **Copy/Start** or **Mode/Enter**.

The document scans into the memory. The display asks if you want to send another page. Change the page and press "1.YES" else select "2.NO". If "1.YES" is selected, the next page is scanned. Repeat this until all pages are scanned then select "2.NO" when the pages will be sent immediately.

Adjusting Document Settings

When setting typical text based documents, the default document settings produce good results.

However, if you send documents that are of poor quality, or contain photographs, you can adjust the following features to ensure a higher quality.

Resolution

1 Use **Resolution** to increase sharpness and clarity.

2 By pressing **Resolution** repeatedly or using the navigation keys, you can choose between STANDARD, FINE, SUPER FINE, PHOTO, and COLOR.

3 When the desired mode is displayed, press **Mode/Enter** to save the selection.

The document types recommended for resolution settings are described in the table below.

Mode	Recommended for:
STANDARD	Documents with normal sized characters.
FINE	Documents containing small characters or thin lines, or for sending documents printed using a dot-matrix printer.
SUPER FINE	Documents containing extremely fine detail. Super Fine mode is enabled only if the remote machine also supports Super Fine resolution. (See the Note below.)
PHOTO	Documents containing shades of grey or photographs.
COLOR	Documents with colours. Sending a colour fax is enabled only if the remote machine supports colour fax reception and you send the fax manually (same as a Super Fine).

Note:

- The SUPERFINE resolution is not available if the Send from Memory option is set to ON. If the Send From Memory option is set to ON, the SUPERFINE resolution is automatically converted to the FINE resolution when the document is scanned into the memory.
- If the machine is set to the SUPERFINE resolution and the remote fax machine does not support SUPERFINE resolution, your product will transmit using the highest resolution mode supported by the remote fax machine.

Contrast

1. Use **Contrast** to compensate for the brightness or darkness of your faxed document.

2. By pressing **Contrast** repeatedly or using the navigation keys, you can choose from 5 contrast levels.

   Set to darker mode when the document contains faint pencil markings or light print.

   Set to lighter mode for dark print.

3. When the desired level is displayed, press **Mode/Enter** to save the selection.

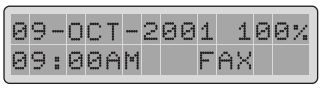
Sending a Fax Automatically

1. Feed the document(s) face up into the ADF.

   Or

   Place a single document on the document glass face down.

2. Make sure that Fax mode is selected. Press **Mode/Enter** to change the mode into the Fax mode. In the Fax mode, the display shows:



3. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

4. Enter the remote fax phone number using the number keypad.

5. Press **Mode/Enter** or **Copy/Start**.

6 If the SEND FROM MEMORY feature is set to ON (default setting), the document is scanned into the memory and the display shows the remaining memory capacity and the number of pages being stored in memory.

If the document is fed from the document glass, the display shows "ANOTHER PAGE?" on the top line after the document is scanned into the memory. If you have the next page, remove the scanned page and load the next page on the glass and select "1.YES". Repeat as necessary.

When all pages are scanned, select "2.NO" when the display shows "ANOTHER PAGE?."

7 The number is dialled then begins transmission when the remote fax machine is ready.

NOTE: If you want to cancel the fax, press **Stop/Clear** at any time during the transmission.

Sending a Fax Manually

Manual sending allows you to talk to the other party before sending the document. This method is useful if the other party must manually set their fax machine to receive before they can receive a fax. For this mode, you need to have a telephone connected to the EXT jack on the machine.

1 Feed the document(s) face up into the ADF.

Or

Place a single document on the document glass face down

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3 Make a call to the remote fax machine from the extension telephone connected to your machine.

4 When you hear the other party answers the call, start talking.

When you hear the high-pitched fax signal of the other party's fax machine, press **Copy/Start**.

5 Replace the extension telephone.

NOTES:

- When you send a fax manually, you cannot start another fax job until the first job is completed.
- If you want to cancel the fax, press **Stop/Clear** at any time during the transmission.
- You can use the **On Hook Dial** button on the control panel to engage the telephone line and dial the number of the remote fax machine. When you hear the fax signal, press **Copy/Start** to start sending. If you pressed the **On Hook Dial** button, you will hear the other party's voice but you will not be able to talk even by using the extension telephone connected to your machine.

Confirming Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to Standby mode.

If something went wrong during your fax transmission, an error message appears on the display. For a listing of error messages and their meanings, see page Chapter 8 "Troubleshooting" in the user's guide supplied with the machine.

If you receive an error message, press **Stop/Clear** to clear the message and try to send the document again.

You can set your machine to print out a confirmation report automatically each time sending is completed. For details, see "Message Confirmation" on page 6.3.

3 Receiving a Fax

The following topics are included:

- **About Receive Mode**
- **Loading Paper for Receiving Faxes**
- **Receiving Automatically in FAX Mode**
- **Receiving in TEL/FAX Mode**
- **Receiving Automatically in ANS/FAX Mode**
- **Receiving Manually in TEL Mode**
- **Receiving Manually Using an Extension Telephone**
- **Receiving Fax in the Memory**

About Receive Mode

Your machine has four reception modes:

- In FAX mode, the machine answers an incoming call and immediately goes into fax receive mode.
- In TEL mode, when your machine sounds a incoming call, you can receive a fax by picking up the handset of the extension phone and then pressing the remote receive code (see page 3.6), or press **On Hook Dial** (you can hear voice or fax tone from the remote machine) and then pressing **Copy/ Start** on the control panel of your machine.
- In TEL/FAX mode, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset during the ringing, the machine will switch to fax receive mode.
- In ANS/FAX mode, an answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches to Fax mode.

NOTE: To use the ANS/FAX mode, attach an answering machine to the EXT jack on the back of your machine.

The current receive mode is displayed when the machine is in Standby mode.

If you seldom use the fax line for voice conversations, set your machine to receive a fax automatically by selecting the FAX mode.

Loading Paper for Receiving Faxes

The instructions for loading paper in the paper input tray are the same whether you are printing, faxing, or copying, except that faxes can only be printed on letter-, A4-, or legal-sized paper. For details on loading paper, refer to the Multifunctional Product User's Guide supplied with the machine.

NOTE: After loading paper, you must let your machine recognise the correct size of paper you are loading in the paper tray. See page 6.6 to set the paper size. Your machine uses this setting when printing reports and determining auto reduction for incoming faxes.The paper size setting for the cassette tray and bypass tray does not affect the printing from PC. If you are loading special-sized media for your current print job, do not change this setting. After you have finished printing, reload the original paper for fax printing.

After loading paper for receiving faxes, you need to specify the paper tray you want to use. Take the following steps:

1. Press **Paper Tray**.
2. Select "CASSETTE" or "BYPASS" by pressing **Paper Tray** repeatedly or using the navigation keys and press **Mode/ Enter**.
3. If you select "BYPASS", you are allowed to set the type of paper you are using. Continue to next step.
4. Press the navigation keys to scroll through the available paper types.
5. When the type of paper you are loading is displayed, press **Mode/Enter**.

Receiving Automatically in FAX Mode

Your machine is preset to FAX mode at the factory. If you have changed the fax mode, take the following steps to receive faxes automatically:

1. Press **Receive Mode** repeatedly until you see "FAX" on the lower line of the display.

   You can also use the navigation keys to select the desired receive mode after pressing **Receive Mode**.

2. When the desired mode is displayed, press **Mode/Enter** to save the selection.

3. When you receive a call, the machine answers the call on a specified number of rings and receives a fax automatically. To change the number of rings, see "System Data Options" on page 6.6.

To adjust the ringer volume, see "Adjusting the Ringer Volume" on page 1.11.

Receiving in TEL/FAX Mode

1. Press **Receive Mode** repeatedly until you see "TEL/FAX" on the lower line of the display.

   You can also use the navigation keys to select the desired receive mode after pressing **Receive Mode**.

2. When the desired mode is displayed, press **Mode/Enter** to save the selection.

3. When you get a call, the machine answers it.

   If a fax is being sent, the machine goes into reception mode.

If the machine does not detect a fax signal, it will continue ringing to tell you it is a phone call. If you do not answer the call by pressing **On Hook Dial**, it will automatically switch to reception mode and start to receive any faxes.

Receiving Automatically in ANS/FAX Mode

For this mode, you must attach an answering machine to the EXT jack on the back of your machine.

1 Press **Receive Mode** repeatedly until you see "ANS/FAX" on the lower line of the display.

You can also use the navigation keys to select the desired receive mode after pressing **Receive Mdoe**.

2 When the desired mode is displayed, press **Mode/Enter** to save the selection.

3 When you receive a call, the answering machine will answer.

If the caller leaves a message, the answering machine stores the message as it would normally. If your machine hears a fax tone on the line, it automatically starts to receive the fax.

NOTES:

- If you have set your machine to ANS/FAX mode and your answering machine is switched off, or no answering machine is connected to your machine, your machine will automatically go into FAX mode after a predefined number of rings.
- If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 1 ring.
- If you are in TEL mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.

Receiving Manually in TEL Mode

1 Press **Receive Mode** repeatedly until you see 'TEL' on the lower line of the display.

You can also use the navigation keys to select the desired receive mode after pressing **Receive Mode**.

2 When the desired mode is displayed, press **Mode/Enter** to save the selection.

3 When the ringer sounds, press **On Hook Dial**.

4 If you hear a fax tone, press **Copy/Start**.

The machine begins receiving a fax, and returns to Standby mode when the reception is complete.

Receiving Manually Using an Extension Telephone

This features works best when you are using an extension telephone connected to the EXT jack on back of your machine. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

When you receive a call on the extension phone and hear fax tones, press the keys "*9*" (star nine star) on the extension telephone.

The product switches to Fax receive mode and receives the document.

Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing "*9*" once again.

"*9*" is the remote receive code preset at the factory. The first and the last asterisks are fixed, but you can change the middle number to whatever you choose. For details on changing the code, see page 6.6.

Receiving Fax in the Memory

Since your machine is a multitasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores the incoming fax in the memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

4 AUTOMATIC DIALLING

The following topics are included:

- **One-Touch Dialling**
- **Speed Dialling**
- **Group Dialling**
- **Searching for a Number in the Memory**

One-Touch Dialling

The 20 one-touch buttons on the control panel lets you store frequently used fax numbers and automatically dial a number with one touch of a button.

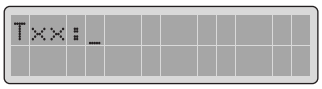
Using the **Shift** button, you can store up to 40 fax numbers on the one-touch buttons.

Storing a Number for One-Touch Dialling

1 Press and hold one of the one-touch dial buttons for about 2 seconds.

If you want to use one-touch dial buttons from 21 to 40, press **Shift** and press and hold the one-touch dial buttons for about 2 seconds.

The display asks you to enter the fax number.



"T" signifies you are assigning a one-touch number and "xx" designates the selected one-touch button.

If a number is already stored in the location you chose, the display shows the number to allow you to change the number. To start over with another one-touch button, press **Stop/Clear**.

2 Enter the number you want to store by using the number keypad and then press **Mode/Enter**.

To insert a pause between numbers, press **Redial/Pause** and a "–" appears on the display.

If you make a mistake while entering a number, press **Search/Delete** and re-enter the correct number.

3 To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Number Keypad" on page 1.6.

Or,

If you do not want to assign a name, skip this step.

4 Press **Mode/Enter** when the name appears correctly or without entering a name.

5 To store more telephone numbers, press the desired one-touch button and repeat steps 2 through 4.

Or

To return to Standby mode, press **Menu/Exit** or **Stop/Clear**.

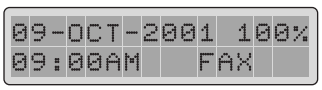
Sending a Fax using a One-Touch Number

1 Feed the document(s) face up into the ADF.

Or

Place a single document on the document glass face down.

2 Make sure that the product is in the Fax mode and not copy mode. If necessary, press **Mode/Enter** to change the mode into the Fax mode. In the Fax mode, the display shows:



3 Adjust the resolution and the contrast to suit your fax needs if necessary. For details, see "Adjusting Document Settings" on page 2.4.

4 Press the one-touch button where you stored a number.

5 The document scans into the memory.

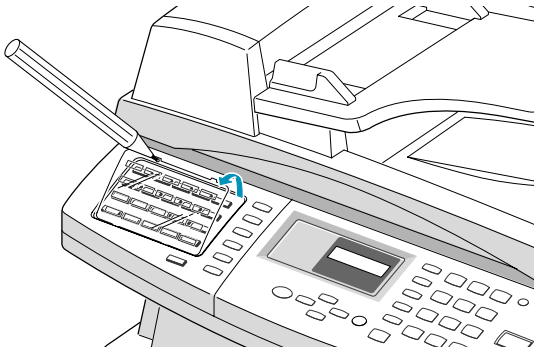
If the document is loaded on the document glass, the display asks if you want to send another page. Select "1.YES" to add more documents or "2.NO" to begin transmission immediately.

6 The fax number stored in the one-touch dial location will be automatically dialled and then the document will be sent when the remote fax machine answers.

Using the One-Touch Sheet

A one-touch sheet is included with your machine. Once you store numbers in one-touch dial buttons, make a note of the numbers on the sheet to remind you which number is stored in each button.

1 Remove the clear cover and label.



2 Write information on the sheet and replace the sheet and cover.

You may want to use pencil in case you wish to change these numbers later.

3 Replace the label and clear cover.

Speed Dialling

You can store up to 80 numbers in one or 2-digit Speed Dial locations (1-80).

Storing a Number for Speed Dialling

1 Press and hold **Speed/Status** on the control panel for about 2 seconds.

2 Enter a speed dial number by using the number keypad and press **Mode/Enter**.

If a number is already stored in the location you chose, the display shows the number to allow you to change the number. To start over with another speed-dial number, press **Stop/Clear**.

3 Enter the number you want to store by using the number keypad and press **Mode/Enter**.

To insert a pause between numbers, press **Redial/Pause** and a "P" appears on the display.

NOTE: If you make a mistake while entering numbers, press < at the end of the entries to delete the last digit or press **Search/Delete** to delete all digits you entered.

To correct errors at the beginning or in the middle of an entry, move the curser using the < and > to under the incorrect entry and correct it.

4 To assign a name to the number, enter the desired name. For details on how to enter names, see "Entering Characters Using the Number Keypad" on page 1.6.

Or,

If you do not want to assign a name, skip this step.

5 Press **Mode/Enter** when the name appears correctly or without entering a name.

6 To store more telephone numbers, repeat steps 2 through 5.

Or

To return to Standby mode, press **Menu/Exit** or **Stop/Clear**.

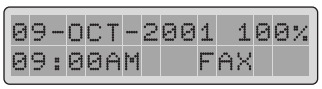
Sending a Fax using a Speed Number

1 Feed the document(s) face up into the ADF.

Or

Place a single document on the document glass face down.

2 Make sure that the machine is in the Fax mode and not copy mode. If necessary, press **Mode/Enter** to change the mode into the Fax mode. In the Fax mode, the display shows:



3 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

4 Press **Speed/Status** on the control panel.

5 Enter the speed dial number.

6 When the desired number appears on the display, press **Mode/Enter**.

7 The document scans into the memory.

If the document is loaded on the document glass, the display asks if you want to send another page. Select "1.YES" to add more documents or "2.NO" to begin transmission immediately.

8 The fax number stored in the speed dial location will be automatically dialled, then the document will be sent when the remote fax machine answers.

Group Dialling

If you frequently send the same document to several destinations, you can create a group of these destinations and set them under a 2-digit group dial location. This enables you to use a single speed dialling location to send the same document to all the destinations in the group.

Setting Group Dial

1. Press **Menu/Exit** then **Group Dial** on the one-touch dial keypad.
2. Press **Mode/Enter** to access "NEW".
3. Enter the desired group number between speed dial location numbers between 1 to 80, and press **Mode/Enter**.

NOTE: If the number is already used for group dial, "DELETE? Gxx: ID" (where "xx" designates the selected group dial number) appears on the display. Press **Mode/Enter** to delete the contents in the selected number and continue, or **Menu/Exit** to keep the old number and start over with a different number.

4. The LCD display asks you to enter a one-touch or 2-digit speed dial number. Press the one-touch button or speed dial number you want to include in the group.
5. Press **Mode/Enter**. Repeat from step 4 to enter other one-touch or speed dial numbers into the group.
6. Press **Menu/Exit** when you have entered all the desired numbers. The display asks you to enter ID.
7. To assign a name to the group, enter the desired name.

   Or

   If you do not want to assign a name, skip this procedure.
8. Press **Mode/Enter** when the name appears correctly or without entering a name.

9 If you want to assign another group, repeat from step 3.

Or

To return to Standby mode, press **Menu/Exit** or **Stop/Clear**.

NOTE: You cannot include one group dial number in another group dial number.

Editing Group Dial Numbers

You can delete a specific one-touch or speed dial number from a selected group or add a new number to the selected group.

1 Press **Menu/Exit** then **Group Dial** on the one-touch dial keypad.

2 Press ^ or v to select "EDIT" and then press **Mode/Enter**.

3 Enter the group number you want to edit, and press **Mode/Enter**. The display prompts you to enter a one-touch or speed dial number.

4 If you want to delete a specific speed dial number or one-touch dial number from the group, enter that speed dial number or press the one-touch button (If necessary, press **Shift** and one-touch button.) The LCD display shows "DELETE?".

Or

If you want to add a new speed dial number or one-touch dial number, enter the desired speed dial number or press the one-touch button (If necessary, press **Shift** and one-touch button.) The display shows "ADD?".

5 Press **Mode/Enter**.

6 Repeat steps 4 and 5 until you complete the changes.

7 Press **Menu/Exit** when you finish editing. If there is a name assigned to the group, the name appears in the upper line of the display.

8 Change the name if necessary, and press **Mode/Enter**.

9 The machine returns to Standby mode.

Sending a Fax Using Group Dialling (Multi-Address Transmission)

You can use Group Dialling for Memory transmission, or Delayed transmission.

Follow the procedure of the desired operation (Memory transmission - page 5.4, Delayed transmission - page 5.2). When you come to a step in which the display requests you to enter the remote fax number, press **Speed/Status** and enter the group dial number. You can use only one group number for one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans the document loaded in the document tray into the memory, and the machine will dial each of the numbers included in the Group.

Searching for a Number in the Memory

There are two ways to search for a number in the memory. You can either scan from A to Z sequentially. Or you can search using the first letter of the name associated with the number.

Searching Sequentially through the Memory

1. Press **Search/Delete**.

2. Press ^ or v to scroll through the memory until you see the name and number you want to dial. You can search downward or upward through the entire memory in alphabetical order (from A to Z).

   While searching through the machine's memory, you will see that each entry is preceded by one of three letters: "T" for one-touch dial, "S" for speed, or "G" for group dial number. These letters tell you how the number is stored.

3. When the name and number you want appears on the LCD display, press **Copy/Start** or **Mode/Enter** to dial.

Searching with a Particular First Letter

1. Press **Search/Delete**.

2. Press the button labelled with the letter you want to search for. A name beginning with the letter appears on the display.

3. For example, if you want to find the name "MOBILE", press the **6** button, which is labelled with "MNO".

4. Press ^ or v to display the next name in the list.

5. When the name and number you want appears on the LCD display, press **Copy/Start** or **Mode/Enter** to dial.

5 Other Ways to Fax

The following topics are included:

- **Redialling**
- **Delayed Transmission**
- **Memory Transmission**
- **Priority Transmission**
- **Polling**
- **Adding Documents To a Scheduled Operation**
- **Cancelling a Scheduled Operation**
- **Monitoring a Dual Job Status**
- **Sending a Flash/Recall/R**

Redialling

To redial the number last called:

Press **Redial/Pause**. If a document is loaded in the ADF or on the document glass, the machine automatically begins to send.

To search through Redial memory:

1. Press and hold **Redial/Pause** for about 2 seconds.

   The Redial memory in your machine retains the last 10 numbers called. If you have dialled the same number multiple times, the machine does not count the duplicates.

2. Press ^ or v to search through the memory until you see the number you want on the display.

3. Press **Copy/Start** or **Mode/Enter** to dial. If a document is loaded in the ADF, the machine automatically begins to send.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

Delayed Transmission

You can set your machine to send a fax at a later time when you will not be present.

1. Feed the document(s) face up into the ADF.

   Or

   Place a single document on the document glass face down.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3 Press **Menu/Exit** and then **Delay TX** on the one-touch dial keypad.

4 Enter the number of the remote machine using the number keypad.

To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number including a group dial number.

5 Press **Mode/Enter** to confirm the number on the display. The display asks you to enter another fax number to send the document too.

NOTE: A single broadcast (sending to multiple destinations) is available for your machine, so the "ANOTHER NO." prompt does not appear if any broadcast is currently set up and is not completed.

6 To enter another fax number, select "1.YES" and repeat from step 4. You can add up to 25 destinations.

Note that you cannot use group dial numbers as another fax number.

7 To send to one location or when you complete the last fax number setting, select "2.NO".

8 The display asks you to enter a name. If you want to assign a name to the transmission, enter the name. If not, skip over this step**.**

For details on how to enter the name using the number keypad, see "Entering Characters Using the Number Keypad" on page 1.6.

9 Press **Mode/Enter**. The display shows the current time and asks you to enter the start time when the fax is to be sent.

```
CURRENT  05:00AM
START    05:00AM
```

10 Enter the time by using the number keypad.

To select AM or PM for 12-hour format, press ^ or v. If you set a time earlier than the current time, the document will be sent at that time on the following day.

11 Press **Mode/Enter** when the start time displays correctly.

12 The document will be scanned into the memory before transmission. The display shows the remaining memory capacity and the number of pages being stored in the memory.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

13 The machine returns to Standby mode and the display reminds you that you are in Standby mode and that Delayed Transmission is set.

NOTE: If you want to cancel the Delayed transmission, see "Cancelling a Scheduled Operation" on page 5.12.

Memory Transmission

Documents are automatically stored in the memory and sent to a remote station. Use this feature to send your documents to multiple locations. After transmission, the documents are automatically erased from the memory.

1 Feed the document(s) face up into the ADF.

Or

Place a single document on the document glass face down.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3 Press **Menu/Exit** and then **Memory TX** on the one-touch dial keypad.

4 Enter the number of the remote machine using the number keypad.

To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number including a group dial number.

5 Press **Mode/Enter** to confirm the number. The display asks you to enter another fax number to send the document too.

NOTE: A single broadcast (sending to multiple destinations) is available for your machine, so the "ANOTHER NO." prompt does not appear if any broadcast is currently set up and is not completed.

6 To enter another fax number, select "1.YES" and repeat from step 4. You can add up to 25 destinations.

Note that you cannot use Group dial numbers for another fax number.

7 To send to one location or when you complete the last fax number setting, select "2.NO".

8 The document will be scanned into the memory before transmission. The display shows the remaining memory capacity and the number of pages being stored in the memory.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

9 The product begins sending the document in order the numbers were entered.

Priority Transmission

When the Priority Transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into the memory, and transmitted when the current operation is concluded. In addition, the Priority Send will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. Feed the document(s) face up into the ADF.

   Or

   Place a single document on the document glass face down.

2. Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3. Press **Menu/Exit** and then **Priority TX** on the one-touch dial keypad.

4. Enter the number of the remote machine using the number keypad.

   To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number.

5. Press **Mode/Enter** to confirm the number. The display asks you to enter a name.

6. If you want to assign a name to the transmission, enter the name. If not, skip over this step.

   For details on how to enter a name using the number keypad, see "Entering Characters Using the Number Keypad" on page 1.6.

7. Press **Mode/Enter**.

   The document will be scanned into the memory before transmission. The display shows the remaining memory capacity and the number of pages being stored in the memory.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

8 The machine shows the number being dialled, and begins sending the document.

Polling

What is Polling?

Polling is used when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

TX Poll

You can program your machine to send documents in your absence when polled by a remote fax machine. It is possible to use a poll code to prevent unauthorised polling of your fax machine. When you secure your machine in this manner, only those who know the poll code can poll your machine.

1 Feed the document(s) face up into the ADF.

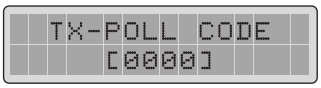
Or

Place a single document on the document glass face down.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3 Press **Menu/Exit** then **Polling** on the one-touch dial keypad.

4 Press **Mode/Enter** when you see "TX POLL" on the display. The display asks you to enter a 4-digit TX poll code. The poll code is preset to 0000 at the factory, which represents no poll code.



5 If you want to use a poll code, enter the desired 4-digit code (except for 0000), and press **Mode/Enter**.

Or

If you do not want to secure the transmission with a poll code, press **Mode/Enter** when the display shows "0000" for the poll code, or enter **0000**.

6 The display asks you to store the document in the machine's bulletin memory.

7 Press < or > to select "ON" or "OFF". Then press **Mode/Enter**.

Select "ON" if you want store the document in the bulletin board memory. More than one remote station can poll that document from your machine.

If not, select "OFF". The document will be automatically erased after being polled by a remote machine.

8 The machine stores the document in the memory. The display counts the number of pages being stored in the memory and the memory capacity remaining.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

9 The machine returns to Standby mode.

NOTE: If you have previously set the receive mode to other than FAX mode, the machine automatically switches to FAX mode (automatic receiving) when set to be polled.

Delay RX Poll

You can set your machine to automatically receive documents from an unattended remote fax machine now, or at a later time. This feature permits unattended polling in the evening hours when telephone rates are lower.

NOTE: The remote machine must be ready for polling.

1. Make sure that you load paper into the tray, and specify the tray to use from the control panel. For details, see page 3.3.

2. Press **Menu/Exit** and then **Polling** on the one-touch dial keypad.

3. Press ^ or v to select "DELAY RX POLL" and press **Mode/Enter**. The display asks you to enter the number of the remote fax machine.

4. Enter the number of the remote fax machine using the number keypad.

   To enter the number, you can also press a one-touch button, or press **Speed/Status** and enter a speed dial number.

5. Press **Mode/Enter** to confirm the number. The display asks you to enter another fax number to receive the document.

NOTE: A single broadcast (sending to multiple destinations) is available for your machine, so the "ANOTHER NO." prompt does not appear if any broadcast is currently set up and is not completed.

6. To enter another fax number, select "1.YES" and repeat step from 4. You can add up to 25 destinations.

   Note that you cannot use group dial numbers for another fax number.

7. To receive from one location or when you complete the last fax number setting, select "2.NO".

8 The display asks you to enter the time when your machine calls the remote machine.

9 Enter the time using the number keypad. Use ^ or v to select AM or PM in 12-hour mode. If you set a time earlier than the current time, your machine call the number at that time on the following day.

Or

To call the remote fax machine(s) immediately, skip over this step.

10 Press **Mode/Enter** when the time appears correctly in the display or without entering the time. The display asks you to enter a 4-digit code. Poll code "0000" represents no code.

11 If the remote machine is secured with a Poll code, you must enter the correct code, and press **Mode/Enter**.

Or

If the remote machine is not secured with a Poll code, press **Mode/Enter** to accept '0000' which represents no code, or enter **0000**.

12 If you have entered a specific start time, the machine will dial, and receive a document from the remote machine at the time.

If not, the machine dials the remote machine immediately.

Adding Documents To a Scheduled Operation

You can add documents to the delayed transmission previously scheduled in your machine's memory.

1 Feed the document(s) face up into the ADF.

Or

Place a single document on the document glass face down.

2 Adjust the document settings if necessary. For details, see "Adjusting Document Settings" on page 2.4.

3 Press **Menu/Exit** and then **Add/Cancel** on the one-touch dial keypad.

4 Press **Mode/Enter** to access "ADD". The LCD display shows the last job scheduled in the memory.

5 Press ^ or v until you see the operation to which you want to add documents, and press **Mode/Enter**.

The machine automatically stores the documents in the memory, and the display shows the remaining memory capacity and the number of pages.

NOTE: For documents scanned from the document glass, the display asks if you want to scan another page. Select "1.YES" to add another page, otherwise select "2.NO".

6 After storing, the product shows the total number of pages and added pages, and then returns to standby.

Cancelling a Scheduled Operation

1. Press **Menu/Exit** and then **Add/Cancel** on the one-touch dial keypad.

2. Press ^ or v to select "CANCEL", and press **Mode/Enter**. The display shows the last scheduled job in memory.

3. Press ^ or v until you see the operation you want to cancel, and press **Mode/Enter**.

4. Select "1.YES" to confirm your selection. The selected job is cancelled.

   Or

   Select "2.NO" to cancel your selection.

5. The machine returns to Standby mode.

Monitoring a Dual Job Status

Your product can perform more than one function simultaneously. For example, you can:

- Receive a fax into the memory while making a copy.
- Store a fax document for later transmission while printing an incoming fax.

While the machine performs dual tasks, press **Speed/Status** to see the current status on the display of the other operation. Each time you press **Speed/Status**, the current status of the two operations displays alternately.

Sending a Flash/Recall/R

Some special phone services require a switch-hook signal for proper operation. For example, if you have call-waiting, you can put a call on hold and take a second call on the same line by pressing the **Flash**/**Recall**/**R** button.

1. When you are on the telephone and hear the call waiting signal, press **Flash**/**Recall**/**R**. The first caller is on hold and you are speaking to the second caller.

2. Press **Flash**/**Recall**/**R** again to talk to the first caller again.

NOTE: If you do not have a special service that uses the switch-hook signal, do not press **Flash**/**Recall**/**R** during a call. If you do, you could disconnect the line.

MEMO

6 Additional Features

The following topics are included:

- **Using the Secure Receiving Mode**
- **Printing Reports**
- **System Data Settings**
- **Using Remote Control Panel**
- **Clearing Memory**

Using the Secure Receiving Mode

You may need to prevent your received faxes from being accessed by unauthorised people. You can turn on the secure fax mode using the Secure Receive option to restrict printing out all of the received faxes when the machine is unattended. In the secure fax mode, all incoming faxes will go in the memory. When the mode turns off, any faxes stored will be printed.

To turn the secure receiving mode on:

1. Press **Menu/Exit** and then **System Setup** on the one-touch dial keypad.

2. Scroll through the options by pressing ^ or v until "SECURE RECEIVE" appears.

3. Press < or > to display "ON" on the bottom line and press **Mode/Enter**.

4. Enter a four-digit passcode you want to use, using the number keypad and press **Mode/Enter**.

NOTE: You can use the secure receiving mode without setting a passcode, but cannot protect your faxes.

5. To return to the standby mode, press **Stop/Clear**.

When a fax is received in the secure receiving mode, your machine stores it into the memory and displays "SECURE RECEIVE" to let you know that there is a fax stored.

To print received documents:

1. Access the "SECURE RECEIVE" menu by following the steps 1 and 2 above.

2. Press < or > to display "PRINT" on the bottom line and press **Mode/Enter**.

3. Enter the four-digit passcode and press**Mode/Enter**.

   The faxes stored in the memory are printed all together.

To turn the secure receiving mode off:

1. Access the "SECURE RECEIVE" menu by following the steps 1 and 2 in "To turn the secure fax mode on."

2. Press < or > to display to display "OFF" on the bottom line and press **Mode/Enter**.

3. Enter the four-digit passcode and press **Mode/Enter.**

   The mode is deactivated and the faxes stored in the memory are printed all together.

4. To return to the standby mode, press **Stop/Clear**.

Printing Reports

Your machine can print reports containing useful information – Schedule Job, System Data, etc. The following reports are available:

Message Confirmation

This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can set up your machine to print the message confirmation report in one of the following ways:

- Automatically after each transmission (ON).
- Automatically only if an error occurs during transmission (ERR).
- No report printed at all (OFF). You can print this report manually at any time you want.

Schedule Job Information

This list shows the document currently stored for Delayed transmission, Priority transmission, and TX or Delay RX polling. The list shows the starting time, type of operation and others.

Phone Book List

This list shows all of the numbers currently stored in the machine's memory as one-touch dial, speed dial and group dial numbers.

System Data List

This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

Transmission Journal

This report shows information concerning transmission activities recently made.

Reception Journal

This report shows information concerning reception activities recently made.

Help List

This list shows the machine's basic functions and commands to use as a quick reference guide.

NOTE: The list you have set to print out automatically will not print out when there is no paper loaded or a paper jam has occurred.

Your machine automatically prints out the following pages to report some conditions:

Multi-Communication Report

This report is printed automatically after sending documents or receiving documents from more than one location.

Power Failure Report

This report is printed out automatically when power is restored after a power failure if there was any data loss due to the power failure.

Printing List

1 Press **Menu/Exit** and then the one-touch button corresponding to the list you want to print.

- Tx Confirm: Message Confirmation
- Schedule Job: Scheduled Job Information
- Phone Book: Phonebook List
- System List: System Data List
- Tx Journal: Transmission Journal
- Rx Journal: Reception Journal
- Help List: Help List

2 The selected list prints out.

System Data Settings

Your machine has various user-selectable system data options. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data list. For details on printing the list, see "System Data List" on page 6.4.

Setting System Data Option

1 Press **Menu/Exit** and then **System Data** on the one-touch dial keypad. The display shows the first system data option, "CASSETTE PAPER" on the upper line of the display.

2 Scroll through the options by pressing ^ or v repeatedly.

3 When the option you want appears on the display, choose the desired status by pressing < or >, or enter the desired value using the number keypad.

If the available choices are numbered, you can press the corresponding number key to select the desired status immediately.

4 When the status you want is displayed or indicated by the blinking cursor on the lower line of the display, press **Mode/Enter** to save the selection.

5 You can exit from setup mode at any time by pressing **Menu/Exit** or **Stop/Clear**.

Menu/Exit backs you up to the previous menu level. **Stop/Clear** returns to Standby mode.

System Data Options

Option	Description
CASSETTE PAPER	The paper size for fax reception you have in the paper cassette – LTR(letter), A4, or LGL(legal).
BYPASS PAPER	The paper size for fax reception loaded in the bypass tray – LTR(letter), A4, or LGL(legal).
MESSAGE CONF.	A report showing whether the transmission was successful, how many pages were sent, and more. Options are ON, OFF or ERR (prints only when a transmission is not successful).
AUTO JOURNAL	A report with detailed information about the previous 50 communications operations, including time and dates. Optional settings are ON or OFF.
RECEIVE CODE	The Receive Code allows you to initiate fax reception from an extension phone plugged into the EXT jack on the back of the machine. If you pick up the extension phone and hear fax tones, enter the Receive Code. The Receive Code is preset to *9* at the factory. Settings range from 0 to 9.
POWER SAVE	The power save menu item lets you reduce power usage when the machine is idle. Select ON to turn this feature on. The display prompts you to choose the length of time the machine waits after a job is printed before it switches to a reduced power state. Select OFF to turn this feature off. It keeps the machine ready to print with minimum warm-up time.
ECM MODE	Error Correction Mode compensates for poor line quality. Options are ON or OFF. If the line quality is poor, transmission time may be increased when ECM is enabled.

Option	Description
RX REDUCTION	When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the size of the document to fit the size of paper loaded in the machine. Select ON if you want to automatically reduce an incoming page. You can set the Horizontal Reduction. With Horizontal Reduction enabled, the machine reduces an incoming document along the vertical axis only. With this feature set to OFF, the machine cannot reduce the document to fit onto one page, the document is divided and printed in actual size on two or more pages.
DISCARD SIZE	When receiving a document as long as or longer than the paper installed in your machine, you can set the machine to discard any excess at the bottom of the page. If the received page is outside the margin you set, it will print on two sheets of paper at the actual size. If the document is within the margin, and the RX Reduction feature is turned ON, it will be reduced to fit into the appropriate size paper (Discard does not occur). If the Auto Reduction feature is turned OFF or fails, the data within the margin will be discarded. Settings range from 0 to 30 mm.
REDIAL INTERVAL	Your machine can automatically redial a remote fax machine if it was busy. Intervals from 1 to 15 minutes can be entered.
REDIALS	Specifies the number of redial attempts (0 to 13). If you enter 0, the machine will not redial.
ANSWER ON RINGS	Specifies the number of times the machine rings (1 to 7) before answering an incoming call.
SEND FROM MEMORY	When enabled, all fax transmission documents are automatically scanned into the memory. It will not be necessary to wait until documents in the Automatic Document Feeder are sent before you can send or store other fax jobs.
LOCAL ID	When enabled, the machine automatically prints the page number, date and time of reception at the bottom of each page of a received document.
CLOCK MODE	You can configure the machine to display time using either a 12-hour or 24-hour format.

Using Remote Control Panel

Using the Remote Control Panel, you can set up fax system data options, create and edit the Phonebook entries, or view the information of your machine on the desktop window of your computer.

When you install the Samsung software, the Remote Control Panel utility is automatically installed.

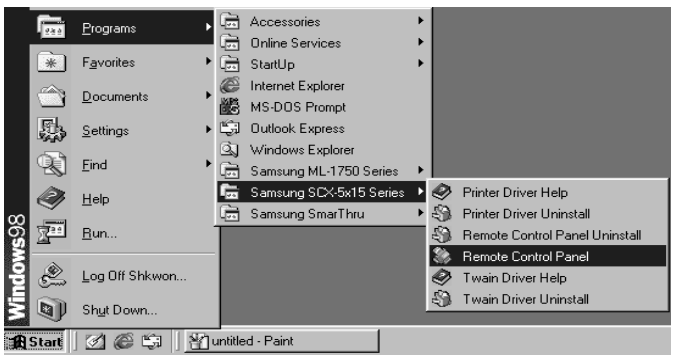
For information on installing the Samsung software, please refer to the Samsung SCX-5x15 Series User's Guide.

To open the Remote Control Panel, take the following steps:

1. Start your Windows.

2. Click the **Start** button on your desktop computer.

3. From **Programs**, select **Samsung SCX-5x15 Series**, then **Remote Control Panel**. Then the SCX-5x15 Series Remote Control Panel screen appears.



4. The Remote Control Panel screen provides five tabs; **Settings**, **Advanced**, **Phonebook**, **Information**, and **Firmware Update**.

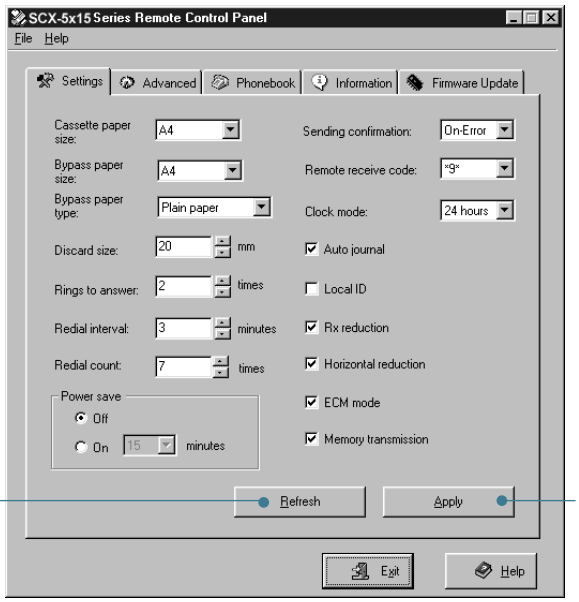
   To exit, click the **Exit** button at the bottom of each tab screen.

   For further details, click the **Help** button at the bottom of each tab screen.

Settings Tab

Click the **Settings** tab to configure fax system data settings.

Reads the current settings in your machine then refreshes the Remote Control Panel with the machine's current setting.

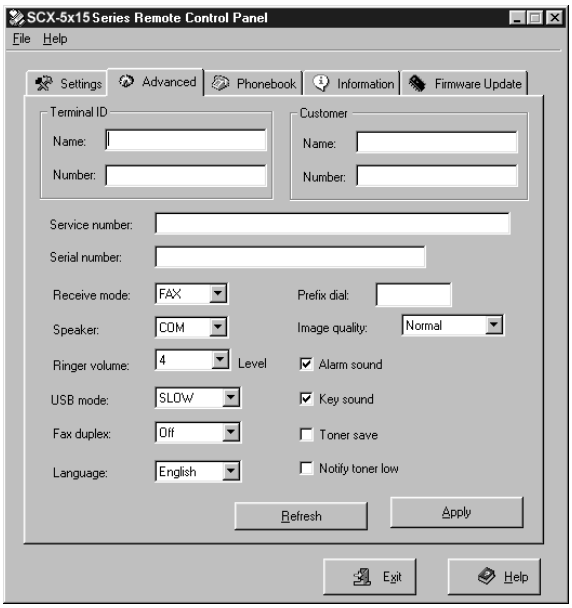


Downloads the settings made in Remote Control Panel to your machine.

For details on the system data setting options, see page 6.6.

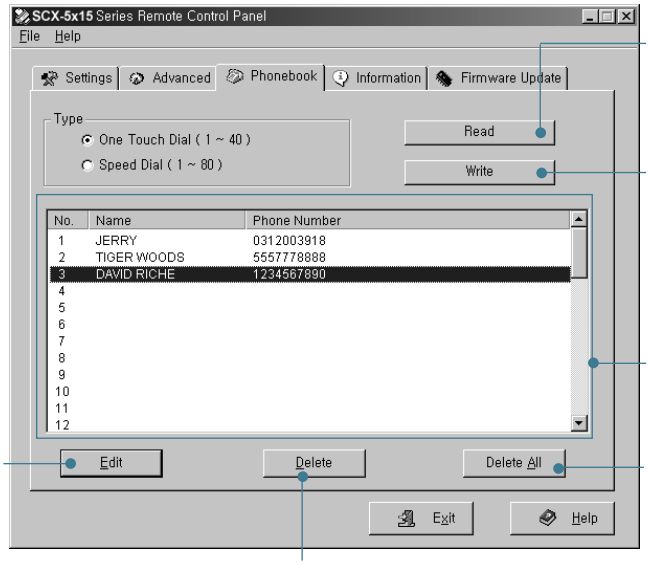
Advanced Tab

Click the **Advanced** tab to change the default fax system setup options.



Phonebook Tab

Click the **Phonebook** tab to create and edit the Phonebook entries.



Reads the Phonebook entries from the machine to the Remote Control Panel.

Allows you to download the Phonebook entries from the Remote Control Panel to the machine.

Phonebook entries

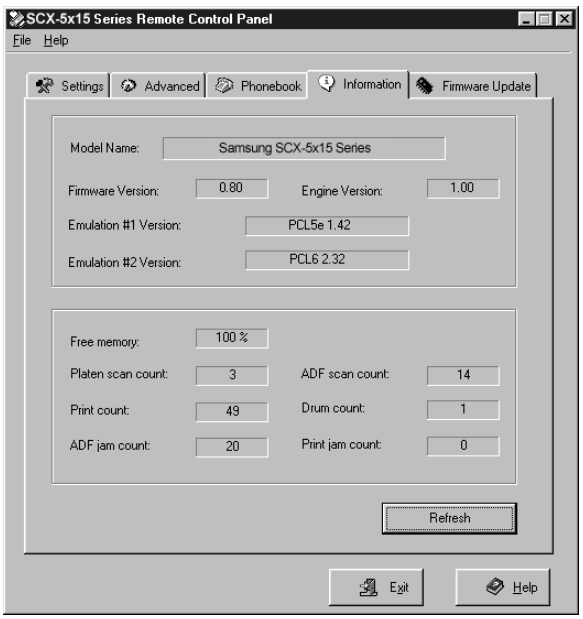
Allows you to edit a selected Phonebook entry in a separate Edit dialog box.

Deletes all Phonebook entries.

Deletes a selected Phonebook entry.

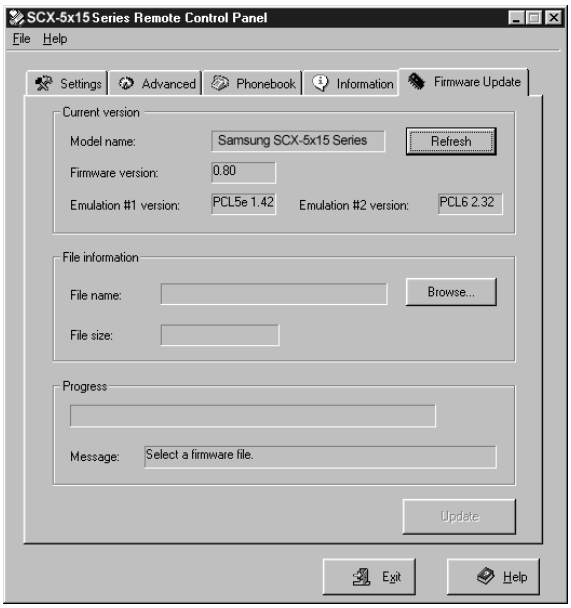
Information Tab

Click the **Information** tab to view the software version information and various counters which allows you to check how manypages have been scanned or printed as well as how many jams have occurred while using the product.



Firmware Update

Click the **Firmware Update** tab to update the firmware of your machine. This feature should only be used by an authorised technician. Please consult with the point of purchase or a locally authorised dealer.



Clearing Memory

You can selectively clear information stored in your machine's memory.

1. Press **Menu/Exit** then **Memory Clear** on the one-touch dial keypad.

2. Press ^ or v until you see the item you want to clear.
   - SYSTEM ID: your fax number and name are cleared from the machine's memory.
   - SYSTEM DATA: restores all the user-selectable options to the factory default.
   - PHONEBK/MEMORY: clears the speed dial or group dial numbers stored in the memory. In addition, all the Scheduled Job operations you have scheduled are also cancelled.
   - TX-RX JOURNAL: clears all records of transmissions and receptions.

3. Press **Mode/Enter**. The selected memory is cleared, and the display asks you to continue clearing the next item.

4. Repeat steps 2 and 3 to clear another item.

   Or

   To exit and return to Standby mode, press **Menu/Exit** or **Stop/Clear**.

INDEX

A

add documents 5.11
ADF, load 2.2
automatic dialling
    group 4.7
    one-touch 4.2
    speed 4.5

C

cancelling
    fax 2.8
    scheduled faxes 5.12
characters, enter 1.6
contrast, set 2.6
control panel 1.2

D

date and time, set 1.8
delayed transmission 5.2
document
    load
        ADF 2.2
        document glass 2.3
    prepare 2.2
    settings, adjust 2.4
document glass, load 2.3

F

flash, send 5.13

G

group dial
    dialling 4.9
    editing 4.8
    setting 4.7

L

language, change 1.9

M

memory transmission 5.4
memory, clear 6.12
monitor, job status 5.12

O

one-touch dial
    dialling 4.3
    storing 4.2
one-touch sheet 4.4

P

paper tray, set 3.3
paper, load 3.3
polling
    delay RX poll 5.9
    TX poll 5.7
priority transmission 5.6

R

receive a fax
    in ANS/FAX mode 3.5
    in FAX mode 3.4
    in memory 3.6
    in secure receiving mode 6.2
    in TEL mode 3.5
    in TEL/FAX mode 3.4
    using extension phone 3.6
receive modes 3.2
redial, last number 5.2
remote control panel 6.8
reports, print 6.2

resolution, set 2.5

S

search, a number 4.10
secure receiving mode, use 6.2
send a fax
    automatically 2.6
    manually 2.7
speed dial
    dialling 4.6
    storing 4.5
system data
    change 6.5
    options 6.6
system ID, set 1.5
system setup
    change 1.11
    options 1.9

V

volume, adjust
    ringer 1.11
    speaker 1.12